

Renton Airport Advisory Committee

November 17, 2009

MINUTES

Renton Airport Advisory Committee (RAAC) Chair Mike O'Halloran called the meeting to order at 5:33 p.m. The sign-in sheet was sent around the table (copy attached).

I. Welcome

The Chair started the meeting by introducing himself and welcoming the members and visitors.

II. Approval of Previous Minutes

The Chair called for any corrections, comments, or notations to the previous minutes of October 20, 2009. There were no corrections to be noted and the Chair declared the October 20, 2009 minutes approved as written.

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III. Airport Regulations and Minimum Standards Draft Discussion

Mr. O'Halloran invited Mr. Zulauf to provide us with an update on the Airport's financial status. He then turned the floor over to Mr. Zulauf to begin the evening's discussions.

Mr. Zulauf began with an overview of the Airport's very basic financial structure. The Airport is considered to be a business enterprise operation, meaning it is intended to be 100% self-sufficient. As with all business operations, there are revenues and expenses (expenditures). He directed everyone's attention to the first of three handouts, entitled Airport Cash Flow Model (see attachment A) and gave a brief explanation summarized below.

Revenues

Revenues are generated from five primary sources: leases; fuel; investments; miscellaneous and grants. He briefly touched upon each item to give the members a better understanding.

Leases: Mr. Zulauf explained the City has been steadily raising the ground and building lease rates to ensure that revenues are on par with surrounding airports. This includes transient tie-downs, and all City-owned buildings on the Airport. The City increases all lease rates every three (3) years (5 years was the old standard). Lease rate increases can be increased either by using the Seattle/Tacoma Consumer Price Index (CPI-U) or an appraisal of the subject property.



Fuel: The Airport generates revenue by assessing a fuel flowage fee for all aviation fuel sold on the Airport, including The Boeing Company as a customer. The fuel flowage fee has risen from \$0.02/gallon to \$0.06/gallon.

Investments: Nothing was noted under this category.

Miscellaneous: This covers revenue from new development and unplanned/unexpected revenue opportunities.

Grants: As an example, the Airport applies for and receives grants from the Federal Aviation Administration (FAA), the Federal Emergency Management Administration (FEMA) and the State of Washington to help fund capital improvements of Airport infrastructure.

Expenses

The Airport's expenses are handled through two separate funds: Fund 402 covers maintenance and operations and Fund 422 covers capital improvements on the Airport.

Fund 402 has a 2010 starting balance of approximately \$1.1 million. Of this amount, the City charges (or bills) the Airport approximately \$173,000 for indirect costs. Indirect costs cover services the Airport receives from the City, such as phone and information service maintenance and upgrades to computers, a portion of the Mayor and Council's office costs, legal costs, etc. The balance of the fund pays for the cost of daily repairs/maintenance and airport operations including salaries.

Fund 422 pays for capital improvement programs (CIP projects). The projects are broken down into three categories by priority.

Priority 1 Projects are made up of safety and preservation projects classified as Category 1.

Priority 2 and Priority 3 Projects are classified as Preservation Category 2 and Preservation Category 3, respectively.

Attachment B details the Fund 402, Airport Operating Cash Flow 2009 expenses. This is a compilation of both actual costs for 2007 to date, and projected operating costs through 2017.

Attachment C is the detailed sheet for the Fund 422 Capital Improvement Program (CIP). This document also covers the time period of 2007 through 2017 with real and anticipated project expenditures detailed in the lists.



Some of the planned CIP projects for the next three to six years were briefly discussed and are listed below.

Priority 1: Lowering the blast fence at the south end of the Airport*
 Re-paving Taxiway B
 Dredging the seaplane base in 2010 if funding is obtained
 Re-roofing the Cedar River Hangars
 Demolishing the 820 Building

* Tom Lambro (The Boeing Company) commented that his company already had the plans prepared and completed for lowering the blast fence. The Boeing Company would be willing to turn them over to the City (Airport) if it would be of use to them. Noting that the cost savings would be greatly appreciated, Mr. Zulauf responded the Airport would certainly like to receive whatever Mr. Lambro could provide.

Priority 2: Pavement Management (rehabilitation or overlay) for several of the Airport's aprons

Priority 3: Paving projects:
 Control Tower Parking
 Building 790, 800 and 820 parking lots
 Various other parking lots

In conclusion, Mr. Zulauf commented that overall, the Airport's current operating cash flow fund is financially healthy. He then invited questions from the membership.

Several questions were thrown out for comment – Will the Airport lose any staff because of the City's financial health?

Yes. The part-time staff assigned to work weekends and evenings have been notified they will be laid off.

If the Airport is self-funded, and it's currently financially healthy, why is Airport staff being impacted?

Even though the Airport is completely self-sustaining, and revenue generated from Airport users cannot be used to fund other City services, this year's budget process required staff cuts in all departments regardless of the funding source.

What about the overall safety on the Airport, especially with geese or bird strikes? How will bird hazing be accomplished without the part-time help?



Mr. Zulauf responded that this issue is under consideration and hasn't been worked out entirely. It may be that he and Jonathan Wilson, Assistant Airport Manager, will need to change their work schedules along with the remaining Airport staff to obtain coverage for the evenings and weekends, or perhaps the Airport may have to be open on reduced hours. Mr. Zulauf also said that he was looking at a few other options to retain the existing part-time staff so that the existing high level of safety (keeping the birds off the Airport) is maintained and the liability isn't increased.

When asked about the number of birds hazed (chased off of the Airport) so far, Mr. Zulauf noted that between October of 2008 and October of this year, approximately 42,000 birds were hazed off of the Airport, and each one of those could have been a bird strike on an aircraft, or on a Boeing jet.

Some of the members wanted to know if there was anything they could do to help stress the importance and need for the part-time people to help maintain the safety and integrity of the Airport. Mr. Zulauf again replied that he was still working through this issue and there wasn't anything that anyone could do to help out at the moment, and he thanked them for the show of concern and support. He then turned the meeting back over to the Chairman.

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Mr. O'Halloran recognized several new people in attendance and asked for introductions all around the table. Once that was completed, he directed our attention to the night's task at hand. The members would be going through pages 1 through 14 of *the Airport Regulations and Minimum Standards* to address any issues and bring them up to date.

Before delving into the depth of the matter, there was discussion in general concerning the document.

It was agreed to change the formal name of the document to incorporate the seaplane base. It was agreed the document should be titled *Airport Regulations and Minimum Standards, Renton Municipal Airport, Clayton Scott Field, Will Rogers-Wiley Post Seaplane Base*.

This is a configurable document and needs to be treated as such. A document number along with a release or revision number needs to be included on the first page each time the document is changed. All citations should be properly noted.

Phrases or terms must be completely spelled out before any acronyms are used for the first time in each chapter or section.

Acronyms will be listed in a glossary.



Again, citations will be noted where appropriate.

References will be listed at the end of the document.

When referring to Renton Airport, the word "airport" shall be capitalized throughout the document.

Also, when referring to the Airport Runway, the numbers shall be corrected from "15/33" to reflect the corrected numbers of "16/34."

Specific changes and/or corrections now follow.

Page 1:

Section 1: Definitions

There was a brief discussion among the members and it was decided that, rather than working through each definition in depth, when there was a remaining question concerning the correct verbiage, Mr. Wilson will be charged with verifying the terms the FAA officially uses and incorporating them herein.

The word "Means" will be deleted whenever used at the beginning of a definition and the next word shall be capitalized accordingly.

(While it was not specifically mentioned, the word "City" should be included as a definition. It could read: "City. Whenever used within this document the word City shall be indicative of the governing body for City of Renton, WA.")

The word "Activity" in the title *Commercial Aeronautical Activity* shall be changed to read in its plural form, "Activities." Mr. Wilson will substitute the approved FAA definition for the way this item reads.

Page 2:

The definition of *Flying Clubs* is not in the correct alphabetical order. Also, because it is confusing the way it reads now, Mr. Wilson will substitute the approved FAA definition for the way this item reads.



Page 3:

Within the definition of *Lease*, the word "Council" needs to be inserted after the word "City."

Within the definition of *Permit*, the term "Administrative approval" needs definition. Suggest adding "(i.e. Fire Permit, etc.)" after the word "approval".

The definition of *Person* is too broad. Mr. Wilson will substitute the approved FAA definition for the way this item reads.

Within the definition of *Specialized Fixed Base Operator or SFBO*:

Add the words "or more" immediately after the words "...purpose of providing one ..."
to indicate the possibility of additional available services.

Delete the word "or" immediately before "9)" and change the period (.) after the word
"services" to a comma (,)

Insert "or 10) manufacturing."

The word "Sublessee" needs to be added to the definitions. It must reference the requirement to have an approved Operating Permit. Mr. Wilson will work on a suitable definition to be inserted here.

Page 4:

Within the definition of *Tenant*, insert the words "a Sublessee with" between the words "or" and "an".

(While not specifically mentioned, within the definition of *Tower*, the term "Renton Airport (Class D) Control Zone" needs to be both defined and cited.)

Section 2: Standards

General:

Wording within the titles shall be capitalized.

For ease of readability, there should be two spaces separating the section numbers and the first word within the titles instead of one space.

2.1.3 Description of Property and Facilities



In the first paragraph, the last sentence, insert a comma (,) between the words “concrete” and “grass”.

In the last paragraph, update the runway numbers to read “(16/34)” and insert a comma in the number 5379, so it reads “5,379”.

Page 5:

In the first paragraph, delete the words “Serco Incorporated” and insert the generic term “contractor”. In the last sentence, change the period (.) to a semi-colon (;) and insert “subject to change or part-time hours.”

(Although not specifically pointed out, minor editing needs to be done throughout the second paragraph so that only the first word in each sentence is capitalized. The only exception would be the acronym, which must be capitalized.)

2.1.4 Authority of the City

Delete the *b.* in its entirety. Mr. Wilson will re-write this paragraph for simplification and clarity.

2.1.5 Acceptance of Standards by Use

Mr. Wilson will also re-write this paragraph for simplification and clarity.

Page 6:

“c. Any violation of these Standards is unlawful and is punishable as defined in the Renton Municipal Code.” (Cite correctly and place in designated citation area of the document. Specifically, list the applicable section(s) of the Renton Municipal Code.)

2.1.8 Agreements Required for Exclusive Uses

The words in the title need to be capitalized.

[While not mentioned, within paragraph a., the word “city-owned” should be capitalized so it reads “City-owned”. Also, the term “written agreement” should be defined. Suggest inserting “(a Lease, Sublease, or Operating Permit)” after the last word, “use” and in front of the period (.).]

2.1.9 Liability of City for Injury

Capitalize the word “injury” in the title.

Delete the words “of Renton” after the words “The City”.

Correct the typographical error in the word “suing” so it reads “using”.

Mr. Wilson will check this paragraph against the FAA rules for compatibility.

2.2 Commercial Activities

Correct the formatting in the first paragraph (a.) to a left-margin alignment.

Suggest separating paragraph b. into individual items so it would read:

- “b. Any person engaged in furnishing services to the public shall:
1. Furnish those services on a fair, equal, and not unlawful discriminatory basis to all users.
 2. Charge fair, reasonable, and not unlawful discriminatory prices for each unit of service, but may make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.”

Reference paragraph c. 1., delete the word “resolution” and insert the word “approval” between the words “by” and “of”.

Also, staff needs to confirm the actual order of business (this was referred to as the “Chicken or egg” principle).

Page 7:

First sentence: Insert the words “based at Renton” between the words “Instructors” and “providing”.

[In paragraph 2. i), FAA certificates are mentioned. Cite correctly and place in designated citation area of the document.

Also, in the same paragraph, the requirement to obtain the “appropriate level of insurance...” needs to be defined, cited correctly, and placed in designated citation area of the document.]

2.3 Aircraft Operations

2.3.1 Compliance with Ordinance¹

Section a.: Insert the “manufacture,” between “maintain,” and “or”.

(This paragraph is extremely awkward due to its length and several redundancies throughout it. Perhaps it should also be re-written to provide simplicity and clarity.)

Section c.: Delete this section and rename Section d., below, to Section c. This paragraph was re-worked so it should now read:

“c. Aircraft based at Renton Airport must register annually with the Washington State Aviation Division in compliance with state law.”

2.3.2 Two-way Radio Required

Capitalize words within the title.

(Change the format of the paragraph to eliminate the reference to a section “a.” There is only one paragraph in this section, so there is no need to indicate any subsection exists.)

At the beginning of the paragraph, insert “Unless otherwise approved by the Control Tower,” so the paragraph reads “Unless otherwise approved by the Control Tower, two-way radio...”

(Insert the words “Airport operating area” in place of the acronym “AOA” as this is the only reference to the acronym in this section.)

2.3.3 Aircraft on the Ground

Capitalize words within the title.

Page 8:

Section d. Change the first sentence to read “All aircraft shall be secured on any area of the Airport, including leased premises.”

Section g. After the word “controls” insert the words “and paying full attention to operating the aircraft” before the end of the sentence.

2.3.4 Aircraft Parking

¹ *What Ordinance?* Nowhere under this section is an “ordinance” mentioned. If there is one, it should be cited and indicated within the paragraph and at the end of the document. jlj

Capitalize the word “parking” in the title.

Section b. Insert the word “Transient” as the first word of the sentence and change the second word (Aircraft) to lower case letters and delete the word “his” from the paragraph.

2.3.6 Minimizing Airport Noise Pollution

Capitalize all words in the title.

Section a. Voluntary airport noise abatement procedures are cited. Cite correctly and place in designated citation area of the document.

Insert “(available at the Airport Office or on the Airport web site @ rentonwa.gov)” between the “procedures” and “as”.

Page 9:

The first two words on this page are “nighttime period” and the definition of hours follows. (The RAAC wanted to review the definition of the time frame and perhaps start it earlier than 10:00 PM.)

2.4 Airport Safety

2.4.1. Emergency Response Not Limited

Capitalize all words in the title.

2.4.2 Restricted Activities

Capitalize the word “activities”.

The acronym AOA is used in the first sentence. The sentence should be changed to read “...separates the Airport operating area (AOA) from those....”

2.4.3 Public Responsibility for Security and Safety

Capitalize the words in the title.

Section a. Insert “(i.e. Washington State Identification Card, driver’s license, or photo identification).” after the word “identification” to end the sentence.

Page 10:

2.4.4 Accidents / Incidents on the Airport

Capitalize the word “incidents” in the title.

Section a. Substitute the word “Renton” for “Boeing” when referring to a fire department (x2).

After the telephone number “911” insert the words “and ask for ValleyCom Dispatch².”

2.4.5 Public Use of Facilities within the AOA

Capitalize all words in the title; spell out the actual words for the acronym (Airport Operating Area) and put the acronym in parenthesis (AOA).

In the first sentence, reference is made to “Ground Vehicle Operating Rules and Training Handbook.” Cite correctly and place in designated citation area of the document. Also, insert “(available at the Airport Manager’s Office).” as an end to this sentence.

2.4.6 Public Use of Roads, Walks and Facilities Outside the AOA

Capitalize all words in the title; spell out the actual words for the acronym (Airport Operating Area) and put the acronym in parenthesis (AOA).

Page 11:

First paragraph (b.): insert a comma (,) after the word “tenants”, delete the next word “and” after “lessees,” insert “and sublessees,”.

Delete section “c.” in its entirety and re-name section “d.” to section “c.”

Section c. 3. In the last sentence, insert the words “or business trailers” after the words “approved construction equipment”.

2.4.7 Orderliness, Waste Storage and Disposal

Capitalize the title.

² Unless a land-line (hard-wired telephone set) is used, 911 automatically routes calls through to the Bellevue dispatch center therefore delaying any emergency response accordingly. jlj

(The words “fire code” refer to a formal document. These words should be capitalized when used within this section. Cite correctly and place in designated citation area of the document.)

Page 12:

2.4.8 Fuel Storage and Fueling

Capitalize the title.

In general, there are several official documents noted in this section. Each one needs to be cited correctly and placed in designated citation area of the document.

b. Fueling:

In the first paragraph, the word “office” should be capitalized for conformity with other sections.

Page 13:

7. Should the word “sorbent” read “absorbent”?

8. The RAAC questioned the term “adequate supply of fuel absorbent material” and wanted to know what the definition of the word “adequate” was. They also asked for a verification of the number being established at “25 gallons or less.” (Is that number too high; is it too low?)

c. Aircraft owner self-fueling:

The entire section needs to be re-written.

2.4.9 Fire Regulations

Capitalize the title.

c. The words “fire code” need to be capitalized. Insert “(See the City’s web site at rentonwa.gov for detailed information.)”

2.4.10 Explosives and Flammable Materials

Capitalize the title.

a. Delete the word “that” between “than” and “permitted”.



b. After the word “Regulations” at the end of the sentence, insert “(CFR)/or approved survival equipment (flares).”

Also, include CFR in both the definitions and acronym sections of this document.

Page 14

2.4.11 Removal of Abandoned Property or Property Posing a Potential Hazard

Capitalize the title.

b. Delete the word “ordinance” and insert the word “document” in its place. Also, RCWs need to be cited correctly and placed in the designated citation area of the document.

That is the end of the evening’s formal document review.

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IV. Next Meetings

The homework assignments were discussed and agreed upon (see below). At least two more meetings will be necessary. The location for each meeting will be at the Airport (precise locations are yet to be determined). The starting time for each meeting has been set at 5:30 p.m. and will run until 7:30 or 8:00 each evening.

Meeting Date (Tuesdays)	Homework Assignment to be Discussed (<i>Airport Regulations and Minimum Standards draft dated March 31, 2007</i>)
November 17	Cover ³ through page 14, Section 2.4.11, Removal of abandoned property or property posing a potential hazard (Done)
December 15	Page 14, Section 2.5 Airport Changes through page 22, Section 3.5.2, Grounds for denial of application
January 19	Page 23, Section 3.6 Requirements Applicable to all Operators, through page 28, Section 3.6.11, Waiver

³ Revise the title and cover to include the Will Rogers/Wiley Post Seaplane Base



Any future meetings will be determined at the January 19 meeting.

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## **V. Adjourn**

In a final closing comment, Mr. Zulauf reminded the RAAC members that staff posts the notices and minutes on the web site.

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Jennifer Jorgenson  
Recording Secretary

### RAAC Members Attendance for November 17, 2009:

|                   |                    |                  |
|-------------------|--------------------|------------------|
| Mike O'Halloran   | Al Banholzer       | Lee Chicoine     |
| Robert Dempster   | Matthew Devine     | Robert Ingersoll |
| Tom Lambro        | Roger Lewis        | Marleen Mandt    |
| John Middlebrooks | Robert (Bob) Moran | Elliott Newman   |
| Michael O'Leary   | Diane Paholke      | Marcie Palmer    |
| Mike Rice         | Michael Schultz    | Karen Stemwell   |
| Jonathan Wilson   | Ryan Zulauf        | Ben Johnson      |

### Guest Attendance for November 17, 2009:

Ulf Goranson